Call to order
Record attendance

Agenda

Approval of Minutes

Reports

1. Curriculum, Instruction, and Assessment Office – Anissa Vega, Amy Jones

Office of Legal Affairs took a look at college policies to be aware of what we were doing in that regard. Online courses are continuing to be entered into the database.

2. UITS – Veronica Trammel—will report later

3. KSU Libraries – Casey Huddelstun—nothing to report

4. Registrar – Jenna Blackman—nothing to report

5. Affordable Learning Georgia – Tammy Powell share the ALG minutes and the link to the OER Guidelines Document. If you have feedback on the OER Guidelines Document, please share that with Jeff Gallant at the system office or with Tammy Powell. Carey Huddlestun shared the OER Week 2022 link. OER Week 2022 is March 28-31.

6. Digital Learning Innovations – Brichaya Shah—shared two links about course review process: One on One Service Request. and Course Review Request Form. She recommended that faculty who feel confident to simply submit their courses, and faculty who are not sure what the rubric and requirements might be, they should meet with an instructional designer. She also recommended that faculty go ahead and submit their courses.

7. College Distance Learning Coordinators—nothing to report

8. Other

Unfinished Business

Vote on acceptance of Faculty Guidebook for Digital Teaching and Learning

- Julie Moore provided time to read the guidebook.
- Julie asked for additions to the list of contributing DLAC members on pg 6.
- Additions to the bibliography, student comments – please send to Julie by Thursday, February 24.
- Discussion: How do we promote the Guidebook? How do we make new faculty aware of it?
  Radwan Ali made the motion and Peter Fielding seconded that we accept the Digital Learning Guidebook. Julie asked how to promote the guidebook, and Peter Fielding suggested that it be housed at an appropriate place and promote it on KSU Today. And also to reach out to appropriate organizations to let them know that it exists. Radwan Ali suggested that online coordinators share it with their colleges. Anissa Vega recommended that the guidebook reside on the Digital Learning Policies website. Carey Huddlestun offered to create a Library FAQ, directed to faculty, with the guide link included.

Svetlana Peltsverger recommended it be shared with UPCC and GPCC. Anissa Vega and Julie Moore commended the group on the good work that has been done. Julie Moore said that she would get us on the Chairs and Director's agenda to discuss the guidebook.

Discussion Followup: DLAC recommendation that the university require or suggest that all classes (including face-to-face) use their D2L shell minimally (syllabus, etc.). Need to get on Chairs & Directors agenda.

Digital Course Repository Update – Kim Loomis There are a lot of questions still about the process. She still wants to put together a steering committee for this project and encourages DLAC members to serve on the steering committee.

Show and Tell Conference Update – Kim Loomis This conference is going on, and it occurs every Friday morning. Kim Loomis reports that the presentation is enjoyable, attendees are learning a lot. Anissa Vega commented that the presentations are "Fantastic." Kim shared that they hope to grow the conference.

AOSSE Update – Kim Loomis –various persons on campus got a survey to rank and comment on the level of support students in fully online courses can receive on campus. Students were also surveyed, and Kim Loomis is in the process of collecting and organizing the data.

New Business

D2L Default Homepage Structure Update/Feedback - Brichaya Shah This committee will give feedback on the template. Brichaya Shah asked for feedback on the template. Brichaya Shah showed us several templates that were currently available. Julie Moore asked that we submit feedback in the next few weeks. Brichaya Shah asked for comments by end of business day March 4.
Veronica Trammell will be working to build the template out after they finish the deployment of IPSIS. The new syllabus will go live Spring 2023. There will be a label on the template so that faculty are clear on what template they are using.
Justin Cochran asked if the template would try to update or override courses created under a previous template. All new courses/sections generated would have this new homepage default, but other homepage templates that have been developed by programs, courses, or colleges will be applied when copied from a template course.

Announcements
Remember, Bagwell, Radow, and Wellstar College elections for DLAC are to be completed in March of the current academic year by April 1st to begin their term the following academic year. Terms are for three years.

Elections for the DLAC Executive Committee will take place at the April 26 DLAC meeting.

Next DLAC Executive Committee meeting: March 15, 2022 - CHANGE from March 8

Next DLAC General meeting, Tuesday, March 22, 2022

See the [DLAC Website](#) for agendas, minutes, and links to DLAC Meetings

Adjournment